

April 30, 2009

Mr. Burt Hall  
 Director of Recreation & Parks  
 City of Rockville  
 111 Maryland Avenue  
 Rockville, MD 20383

**RE: FEE MODIFICATION – CONTINUATION OF PROFESSIONAL SERVICES (P. O. #900-0311080357)  
 ROCKVILLE POST OFFICE CONVERSION TO POLICE DEPARTMENT HQ**

Dear Mr. Hall:

WGM is pleased to provide this fee modification for additional services *in accordance with the pricing, terms and conditions of Contract RFP # 08-08 (Category A)* for the above referenced project.

**Scope of Work:** Provide continuing professional services, specifically the start of preparation of a Partial Set of 35% Complete Bid Documents for the conversion of the existing post office property into the new home of the Rockville Police Department. Services will be based upon the Phase 1 SD/DD Phase Drawings prepared by WGM Architects as amended by the Rockville DRC PAM Meeting on April 9, 2009, the MHT Easement Committee Meeting on April 14, 2009 and the HDC Courtesy Review Meeting of April 16, 2009.

- ❖ Historic Post Office to be rehabilitated to yield 11,848 GSF of space
- ❖ New Two Story + Basement Annex of 14,538 GSF of space

The project will be subject to the review and approval of the Maryland Historical Trust who holds a perpetual preservation easement on the historic building and grounds. Principal level time has been included to insure the project is developed along the established expectations of the Mayor & City Council and Senior City Management and within the CIP budgetary guidelines, and to work with HDC Staff, MHT Staff and DRC Staff to achieve those goals.

**Key Scope Highlights:**

- Attend and present project at COR Public Meeting currently set for early June, 2009
- Schedule follow-up meeting with DRC on project revisions & updates
- Schedule a final HDC Meeting for Final Approval
- Schedule follow-up meetings with MHT Easement Committee to advance their review and approvals
- Team Meetings with COR Project Manager and Chief of Police
- Present to Senior Management and M&C as appropriate
- Coordinate with City's Traffic Consultant for DRC meetings
- Develop Bid Documents to a 35% Completion (Drawings & Specifications)

**Fee: \$131,925.00** (see attached spreadsheet for greater detail) Accounting Note: the current remaining funds balance in this Purchase Order must remain as that funding is due consultants under the Phase 1 work that was completed but not yet invoiced to the City.

**Exclusions:** (the following items are excluded from this scope of work & fee)

- Phase 3 Services: 35 – 100% Bid Documents, Bidding & Construction Administration Phases Services
- Off-Site SWM solutions – assumes SWM addressed as fee in lieu payment
- Off-Site Parking Requirements
- Off-Site Utility Extensions and Easement Negotiations or Documents/Exhibits Preparation

- Off-Site Road Improvements
- Title Report
- All work involving the Burbank Property
- Boundary & Topo Survey provided by City of Rockville
- Traffic Study conducted by City of Rockville
- Geotechnical Borings conducted by City of Rockville
- HAZMAT Phase I & II Assessments
- LEED Certification Activities through USGBC

**Schedule:** Estimated completion of Partial Phase 2 (35% Bid Documents) Services is 100 calendar days +/- after receipt of Purchase Order.

Very truly yours,

Edward A. Masek, Jr., AIA  
Principal

Attachments:

- ❖ WGM Fee Summary Spreadsheet dated 04/30/09
- ❖ CPJ Engineering Fee Spreadsheet dated 10/10/08
- ❖ SRBR Fee Proposal dated 10/05/08
- ❖ Watkins Partnership Fee Proposal dated 04/24/09